

## Procedure

### INS Procedure

Payroll Person or Department designee has new employee complete the attached form along with other necessary paperwork. Payroll Person, or other designee from Department, (some departments have supervisors doing this) signs form confirming that he/she has seen the Social Security Card and Driver's License or other acceptable documentation (see back of I-9 form).

Payroll Personnel send form(s) to Human Resources with appointment paperwork. Audit staff checks to be sure that the I-9 form is received before authorizing for payroll. Payroll Audit staff write the employee department, initial, and put the date on the original I-9 form. The I-9 form is filed, by month of hire, in the Records section and eventually moved to the 16<sup>th</sup> floor for storage.

(March 27, 2002)